

The Gift Card System

I. Description

The Gift Card System (GCS) is a web-based application designed for departments to buy gift cards (GCs) to compensate research study participants. Departments may also return unused gift cards that were purchased through the GCS to the GCS inventory (upon approval).

Financial Services – Disbursements and Financial Services – Student Accounting are the central administrative units responsible for the primary functions of the GCS.

II. How the GCS works

A. Two sources of information

1. GCS System

- a) Stores inventory
- b) Used to request Gift Cards

2. Emails

- a) Used as confirmation, receipt
- b) Approval, recycled, cancelled notifications
- c) Gift Card pickup information

III. GCS

A. **“Buyers”** are the departments requesting gift cards. A person with a UMB User ID can log into the system and request cards.

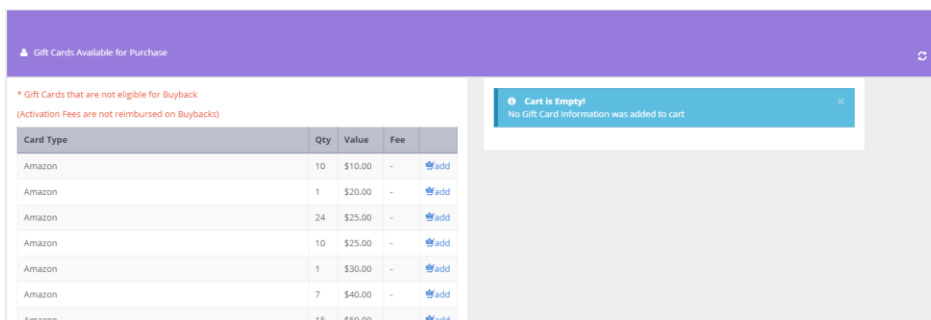
B. **Buyer** Menu

1. **View Available Gift Card**
2. **My Pending Request(s)**
3. **My Recycled Request(s)**
4. **My Order History**
5. **Sell Back My Cards**

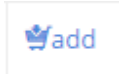
C. Disbursements creates the inventory listing in GCS.

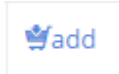
D. Buyers submit requests for gift cards through GCS:

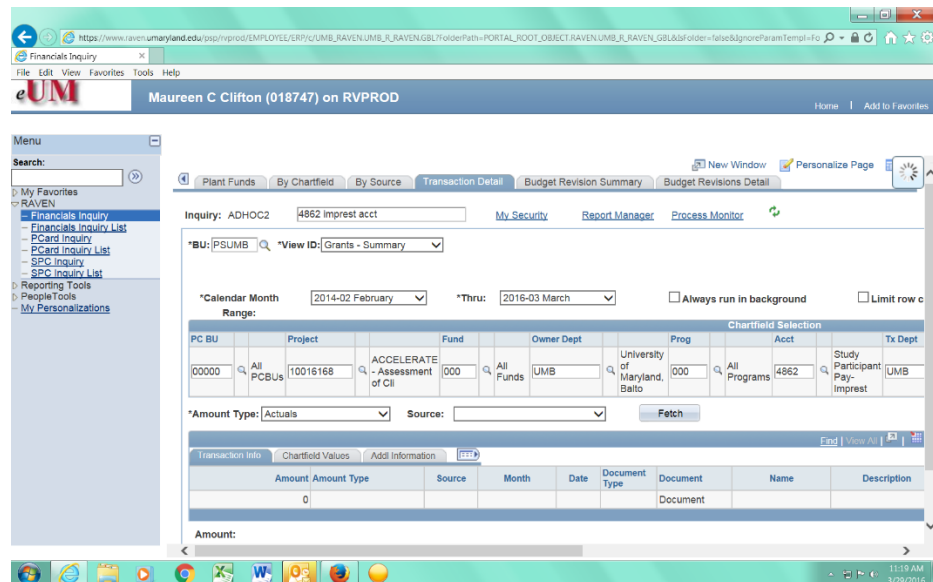
1. View Available Gift Cards



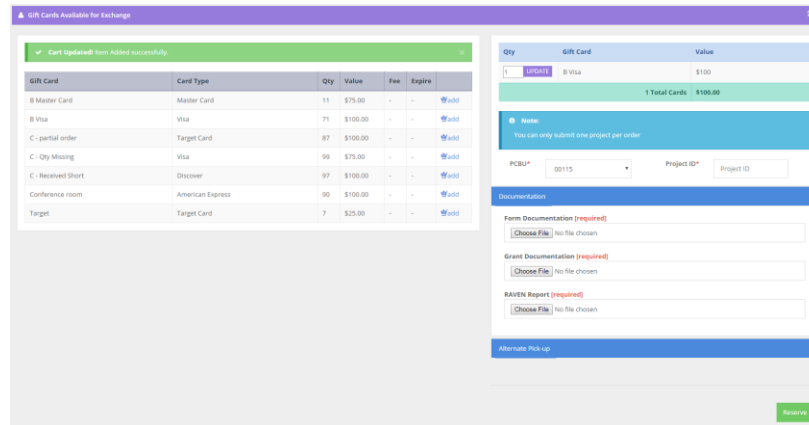
Card Type	Qty	Value	Fee	
Amazon	10	\$10.00	-	add
Amazon	1	\$20.00	-	add
Amazon	24	\$25.00	-	add
Amazon	10	\$25.00	-	add
Amazon	1	\$30.00	-	add
Amazon	7	\$40.00	-	add
Amazon	15	\$50.00	-	add



2. From the inventory list, click  to add the gift cards to the shopping cart. Only one project number per order is allowed.
3. The cards are reserved for 24 hours. After 24 hours, the cards are returned to the available inventory.
4. If a Special Order was placed (see Section IV. Special Orders), there will be a separate button available on the View Available Gift Cards screen to add the Special Order to the cart. Continue with Step 5.
5. Update the quantity needed.
6. Enter the PCBU and Project ID.
7. Upload the 3 required documents:
 - a) Study Participant Payments Gift Card Request Form – be sure it is signed by the PI and the Department Administrator
 - b) Grant document showing the study number, allowable payment information
 - c) RAVEN Transaction Detail report showing the activity in project/account number 4862



8. Complete Alternate Pick-up Information.



Gift Card	Card Type	Qty	Value	Fee	Expire	
B Master Card	Master Card	11	\$75.00	-	-	add
B Visa	Visa	71	\$100.00	-	-	add
C - partial order	Target Card	87	\$100.00	-	-	add
C - Qty Missing	Visa	99	\$75.00	-	-	add
C - Received Short	Discover	97	\$100.00	-	-	add
Conference room	American Express	90	\$100.00	-	-	add
Target	Target Card	7	\$25.00	-	-	add

1 Total Cards \$100.00

Note: You can only submit one project per order.

PCBU* 00115 Project ID* Project ID

Documentation

Form Documentation (required)
[Choose File](#) No file chosen

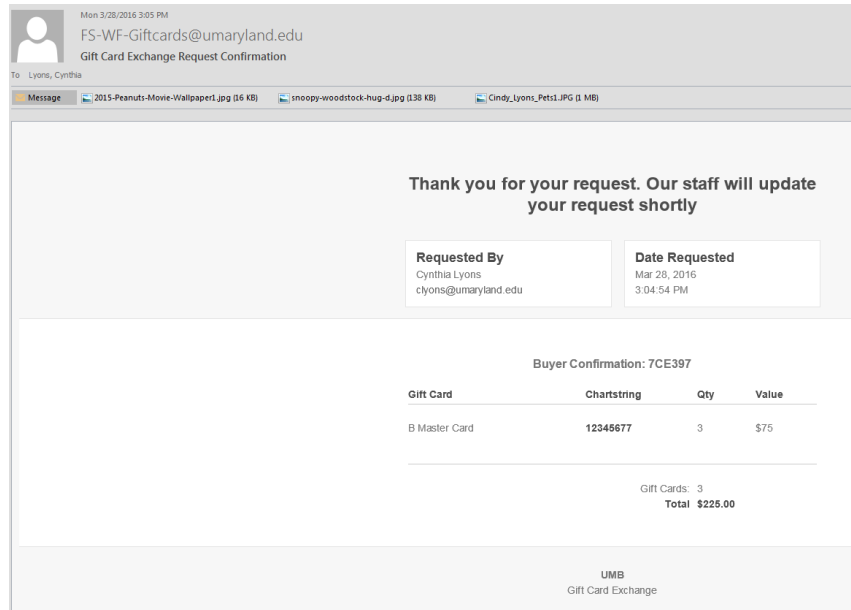
Grant Documentation (required)
[Choose File](#) No file chosen

BAVEN Report (required)
[Choose File](#) No file chosen

Alternate Pick-up

Submit

9. Buyer receives an email confirmation:



Mon 3/28/2016 3:05 PM
FS-WF-Giftcards@umaryland.edu
Gift Card Exchange Request Confirmation

To: Lyons, Cynthia

Message 2015-Peanut-Movie-Wallpaper1.jpg (16 KB) snoopy-woodstock-hug-d.jpg (138 KB) Cindy_Lyons_Pets1.JPG (1 MB)

Thank you for your request. Our staff will update your request shortly

Requested By Cynthia Lyons clyons@umaryland.edu	Date Requested Mar 28, 2016 3:04:54 PM
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Buyer Confirmation: 7CE397

Gift Card	Chartstring	Qty	Value
B Master Card	12345677	3	\$75

Gift Cards: 3
Total \$225.00

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Gift Card Exchange

8. Disbursements reviews/approves/rejects requests using the same requirements and criteria used for current working fund gift card requests per the policy and procedure.

9. Buyers are notified through email when their request is approved and ready for pickup. The buyer and alternate pick-up person (if applicable) receive reminder emails every four days until the cards are picked up.

Your gift cards will be available for pickup **2 hours after you receive this email. The University's Cashier's Office is located at 601 W. Lombard Street (HS/HSL) 2nd Floor, Monday through Friday between 8:30 AM - 3:00 PM. Please bring your picture ID.**

You must print this confirmation and bring it with you to get the following Gift Cards

18106CC2

Alternate Pickup

Kenyatta Woolridge
kwoolridge@umaryland.edu

Buyer Information

Cynthia Lyons
clyons@umaryland.edu
Med Infectious Disease

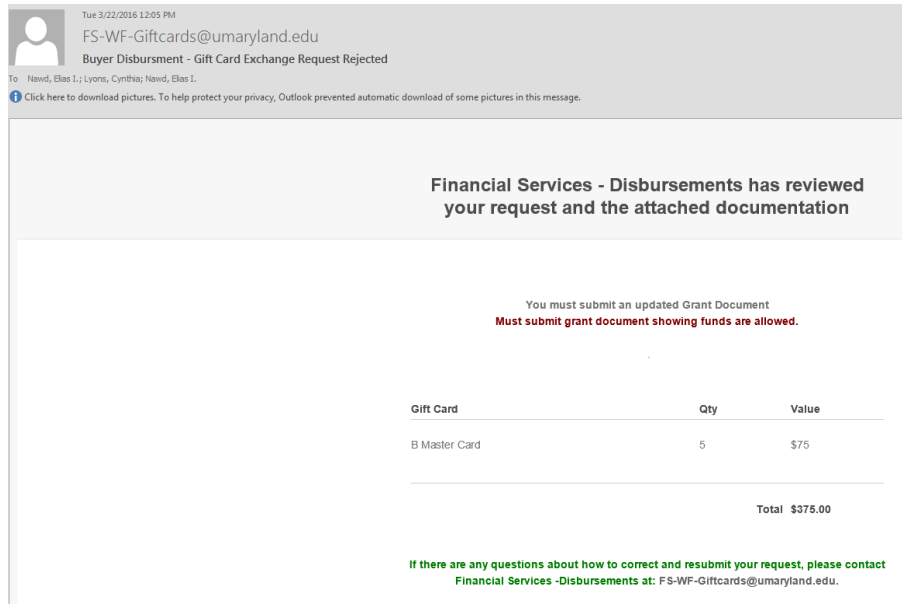
<u>Buyer Conf ##</u>	<u>Sold Date</u>	<u>Buyer Name</u>	<u>Alternate Name</u>	<u>Type</u>	<u>Gift Card</u>	<u>Value</u>	<u>Qty</u>	<u>Fee</u>	<u>Fee Total</u>	<u>SubTotal</u>
1 18106CC2	2/25/19	Cynthia Lyons	Kenyatta Woolridge	Giant	Order #252-MH-E	\$10.00	100	\$0.00	\$0.00	\$1,00.00
100Total Cards									Order Total: 1000	

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Gift Card Exchange

- 341902378CBFF49D

10. Recycled emails include information needed to correct the request. The buyer has two business days to remedy the order. After two business days the gift cards are released back into the available inventory.



E. Buyers pick up orders at the Cashier’s Office located at:

Health Sciences/Human Services Library
601 W. Lombard Street
Suite 206
Baltimore, MD 21201
Telephone hours: Monday – Friday, 8:00 - 5:00
Walk in hours: Monday – Friday, 8:30 – 3:00

F. Disbursements enters a journal entry to charge the department/project account number 4862.

IV. Special Orders

Email the details of the special order to [Disbursements](#). Disbursements will order the gift cards and notify the department buyer when the order is received. The buyer can request the gift cards using the same procedure as requesting gift cards from existing inventory. When a Special Order is placed, the cards are not made available to other users. The buyer sees the following information when a Special Order has been approved:

Special Order:
Special Order may NOT be combined with Regular Order

Proceed to Special Order(s)

V. Buybacks

- A. From the main menu select [\\$ Sell Back My Cards](#)
- B. Choose your card type (if type is not list then this is not an allowable buyback)

FS Gift Card Buyback

Step 1: Choose Card Type

Choose Card Type ▼

- C. Card Value (If value is not list then it is not allowable buyback)

Step 2: Choose...

Card Value ▼

D. Complete all (**)

Step 3

** required fields

Gift Card Type:	Safeway
Gift Card Value:	\$25.00
Quantity: **	number only
Account: **	Account Number Only
Project ID: **	number only
Fund: **	number only
PCBU: **	PCBU only
Owner Department Number: **	Owner Department Number
Transaction Department Number: **	Transaction Department Number
Program: **	Program Number Only
Expiration Date (if any):	MM/DD/YYYY Format

[Submit Request](#)

E. Click [Submit Request](#). You will receive an email that your buyback request was submitted to Disbursements for review.

F. Once your request has been approved, you will receive a buyback approval notice. The department has 15 business days to physically return the cards to the Cashier's Office.